

Tre Hargett, Secretary of State

## State of Tennessee



Division of Human Resources and Organizational Development

312 Rosa L. Parks Avenue, 7<sup>th</sup> Floor

Nashville, Tennessee 37243-1102

615-741-7411  
[sos.hr@tn.gov](mailto:sos.hr@tn.gov)

Tennessee Relay Center TDD  
1-800-848-0298/Voice 1-800-848-0299

### JOB ANNOUNCEMENT

**Supreme Court Records Processing Assistant (Part-time, Temporary 29 hours/week)**  
**Tennessee Department of State**  
**Tennessee State Library and Archives**  
**Archival Technical Services**

#### **Mission**

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Director of Archival Technical Services

**Summary:** Process historic Tennessee Supreme Court case files as part of a larger processing team. Tasks include document analysis, data entry, basic cleaning, and rehousing of case files.

#### **Duties/Responsibilities**

- Perform basic surface cleaning on case file documents, removing metal or other fasteners. Prepare page count for future copy orders.
- Read and analyze each case for key descriptive information.
- Enter information into a Microsoft Access database which is searchable online.
- Rehouse cases in archival folders and boxes, keeping careful track of newly-assigned box numbers.
- Some case files require handling of case exhibits, including 3-dimensional objects, photographs, maps, and other items requiring separate storage.
- Perform other duties as assigned.

#### **Minimum Qualifications**

##### **Education and Experience:**

- High school diploma and college-level coursework in American History.

[www.tn.gov/sos](http://www.tn.gov/sos)

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### Knowledge and Abilities:

- Ability to decipher 18<sup>th</sup> and 19<sup>th</sup> century handwriting.
- Ability to quickly scan and distill information from large case files.
- Basic understanding of legal and judicial proceedings.
- Good descriptive skills; experience with cataloging/metadata is preferred.
- Ability to recognize topics, names and organizations from Tennessee history.
- Familiarity with MSAccess or other relational databases.

### Physical Requirements:

- Ability to handle boxes and equipment weighing a minimum of forty (40) pounds.
- Good hearing, vision and manual dexterity.

### Health, safety and collections security:

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take all measures necessary to protect the collections from loss, mutilation or theft.

***Note: This is a temporary part-time position and may be renewed on an annual basis.***

Salary: \$12.50/hour

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov).

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